

SATELLITE WAGERING FACILITY SECURITY GUARD



OPEN-SPOT EXAMINATION

PERRIS

ME01/8097 (9FA47)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications (Std 678) are available through the internet at <http://www.spb.ca.gov> and at the testing office shown below. Applications will only be **ACCEPTED IN PERSON**, from the applicant on **Thursday, September 10, 2009** between the hours of **8:00 a.m. to 5:00 p.m.** at the fair listed below:

**LAKE PERRIS FAIRGROUNDS
18700 LAKE PERRIS DRIVE
PERRIS, CA 92571**

APPLICATION DEADLINE

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
FINAL FILING DATE: THURSDAY, SEPTEMBER 10, 2009.
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FACSIMILE, MESSENGER, INTER-OFFICE MAIL OR EXPRESS DELIVERY FOR ANY REASON.

TEST DATE

TESTING METHOD

SPECIAL TESTING ARRANGEMENTS

REQUIRED IDENTIFICATION

SALARY RANGE

ELIGIBLE LIST INFORMATION

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

MINIMUM QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

ADDITIONAL DESIRABLE QUALIFICATIONS

POSITION DESCRIPTION

Applications must be submitted **IN PERSON** on the file-in-person date,
Thursday, September 10, 2009.

It is anticipated that the examination will be sometime in October or November 2009.

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 653-5687.

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

\$2173 - \$2639

NOTE: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.

EXPERIENCE:
Six months of experience performing the duties of a Security Guard in a satellite wagering facility, live race track, or other facility involving public patronage and contact; and equivalent to graduation from high school.

Willingness to work nights, weekends, holidays, and extended shifts; normal vision not less than 20/70 in each eye without correction and corrected to 20/30 in each eye; Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnworth D-15 Arrangement Test; and normal hearing.

Some positions may be required to obtain and maintain current valid licenses, permits, or cards issued by the California Horse Racing Board or the Department of Consumer Affairs. For positions requiring the carrying of a firearm, incumbents must obtain a Department of Consumer Affairs Firearms Permit and a California Horse Racing Board License prior to appointment.

Under direction, during an assigned shift, Satellite Wagering Facility Security Guards maintain responsibility for the general security of a satellite wagering facility; prevent the admittance to the premises of unauthorized persons by checking credentials, passes, vouchers, or tickets, as necessary; interact with patrons, providing information and directions; escort unauthorized and unruly people from the facility; maintain crowd control during times of unusually high attendance; provide an escort for facility staff or armored truck personnel while transporting moneys through public areas; assist the facility supervisors and managers in enforcing California Horse Racing Board regulations; inspect the facility prior to closing, ensuring that doors and windows are properly shut and locked and the lights are turned off; investigate unusual conditions or circumstances; prevent damage to State and District Agricultural Association property; make periodic inspections of facilities at varying intervals and report by radio or other communications; may climb stairs to inspect security conditions and/or to raise and lower flags on rooftops; may provide basic assistance with facility operations such as posting race results and changes, arming and disarming of alarm systems, turning television monitors on and off, performing daily and monthly facility inspections and reporting safety issues to the Satellite Wagering Facility Supervisor or Assistant Satellite Wagering Facility Supervisor, being on call following alarm emergencies, retrieving programs from outside lock box, providing break relief for Program/Admissions Clerk, and other similar duties; may be specially assigned to guard the money room; may detain persons for arrest by local law enforcement agencies; enforce parking regulations and traffic control as they relate to the Satellite Wagering Facility; and some positions may require the incumbent to carry a firearm.

<div>SATELLITE WAGERING FACILITY SECURITY GUARD</div> <div>EXAMINATION INFORMATION</div>		<div>BRD: 08/20/09</div> <div>This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions.</div> <div><i>Competitors who do not appear for the interview will be disqualified.</i></div> <div>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.</div> <div>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</div> <div>The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</div>
<div>SCOPE OF EXAM</div> <div>AND</div> <div>SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES</div>		<div>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</div> <div>Knowledge of:</div> <div><div><div>1. The duties and responsibilities of a Security Guard, such as maintaining general security, inspecting the premises, preventing damage to the facility and grounds;</div><div>2. Overseeing admittance to the premises of unauthorized persons by checking credentials, passes, vouchers or tickets, interacting with patrons, providing information and directions, at the direction of Satellite Wagering Facility management, escorting unauthorized and unruly people from the facility, maintaining crowd control, providing escort for facility staff or armored truck personnel while transporting moneys through public areas, assisting in enforcing laws and regulations, including enforcing parking regulations and overseeing traffic control;</div><div>3. Crowd control methods;</div><div>4. Appropriate methods and requirements for detaining persons for arrest;</div><div>5. Appropriate methods for maintaining successful relations with the public.</div></div></div> <div>Ability to:</div> <div><div><div>1. Maintain the general security of a satellite wagering facility during an assigned shift;</div><div>2. Promptly recognize, diffuse, and correct security problems which may arise;</div><div>3. Provide general assistance with facility operations, such as posting race results and changes, arming and disarming of alarm systems, turning monitors on and off, performing daily and monthly facility inspections and reporting safety issues to the Satellite Wagering Facility Supervisor or Assistant Satellite Wagering Facility Supervisor, be on call following alarm emergencies, retrieve programs from outside lock box, providing break relief for Program/Admissions Clerk, and other similar duties;</div><div>4. Communicate effectively at a level required for successful job performance;</div><div>5. Understand and carry out oral and written directions;</div><div>6. Prepare timely, complete, concise, and accurate incident and investigative reports;</div><div>7. Stand and walk for prolonged periods of time;</div><div>8. Analyze situations accurately, exercise proper judgment and tact, and take effective action;</div><div>9. Establish and maintain cooperative relationships with other staff and the public.</div></div></div>
<div>EDUCATION AND EXPERIENCE</div> <div>SPECIAL NOTE:</div>		<div>If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</div>
<div>VETERANS PREFERENCE</div>		<div>Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veteran's preference points.</div>
<div>CAREER CREDITS QUESTIONS?</div>		<div>Career Credits do not apply in this examination.</div> <div>If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Room 242, Sacramento, CA 95814, (916) 653-5687.</div>

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.*CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES:1-800-735-2922